



**Child Development  
Division**

**MANAGEMENT  
BULLETIN**

<b>Subject:</b> ANNOUNCEMENT AND APPLICATION FOR RESOURCE CONTRACTS FOR INFANT/TODDLER CHILD DEVELOPMENT PROGRAMS	<b>No:</b> MB 02-02
<b>Authority:</b> BUDGET ACT OF 2001-02	<b>Date:</b> March 11, 2002
	<b>Expires:</b> December 31, 2002

**ATTENTION: ALL CHILD CARE AND DEVELOPMENT CONTRACTORS PROVIDING  
INFANT/TODDLER (birth to three years) SERVICES**

**PURPOSE**

The purpose of this Management Bulletin is to announce and provide an application for funding Resource Contracts for infant/toddler (birth to three years) child care and development programs. The application will allow current Child Development Division (CDD) contractors (including General, Family Child Care Home Networks, Migrant, and Campus programs) serving infant/toddlers to identify whether they wish to receive Resource Contract funds in order to improve the quality of their programs and to indicate how many children they are currently serving. Current CDD contractors on conditional status may apply for these funds. Head Start, Alternative Payment, and individual family child care homes are not eligible to apply for this funding.

**BACKGROUND**

Provisions 7(a) and (b) of Item 6110-196-0001 of the Budget Act of 2001-02 provide funds to increase the quality and availability of infant/toddler child care and development programs. There is approximately \$3 million available for infant/toddler programs from funds earmarked for infant/toddler activities in the federal Child Care and Development Fund (CCDF). In accordance with the State Plan, these funds, in the form of Resource Contracts, may be used for any allowable expense, except salaries, benefits, the provision of direct services, and lease/rent payments related to the operation of infant/toddler child care and development programs.

We anticipate that the contracts will have a base of \$10,000 for the smallest programs and increase in amount depending on the number of children served. The exact amount of each contract will be calculated when the applications have been returned. A letter announcing each contract award will be mailed to the requesting programs in April, 2002. The anticipated period of performance will be May 1, 2002, through June 30, 2003. Final invoices must be submitted by August 31, 2003.

If funds are insufficient to provide contracts to all programs, priority will be given to the smallest programs because of their limited capacity to generate sufficient revenue to support the type of quality expenditures funded by these resource contracts.

### **APPLICATION**

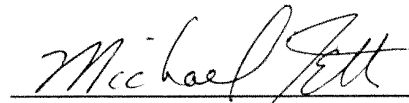
This application is an opportunity for current CDD contractors providing infant/toddler (birth to three years) services to indicate the number of children currently being served and to request Resource Contract funds for their programs. Due to limited amount of funds that are available, there will be no appeal of the funding awards.

**Return your application by mail or fax by April 8, 2002.**

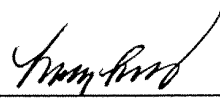
Mail: California Department of Education  
Child Development Division  
MB 02-02  
560 J Street, Suite 220  
Sacramento, CA 95814

Fax: (916) 323-6853

Questions about this Management Bulletin should be directed to Monique Moton at (916) 323-5089.



Michael Jett, Director  
Child Development Division



Kathy B. Lewis  
Deputy Superintendent  
Child, Youth and Family Services Branch

Attachment: Resource Contract Application

**RESOURCE CONTRACT APPLICATION  
FOR FY 2001-02**

**See Instructions on the following page**

Contractor name \_\_\_\_\_ Contract number \_\_\_\_\_

Address \_\_\_\_\_

Contact person for this application \_\_\_\_\_

Telephone number \_\_\_\_\_ E-mail Address \_\_\_\_\_

Fax \_\_\_\_\_ County/ID \_\_\_\_\_

How many children are you currently serving on a typical day? Please indicate by age group.

**Do not count any child more than once.**

		INFANT/TODDLER (Birth to three years)
Full time 6.5 or more hrs/day	Subsidized	
Full time	Non-subsidized	
Part time--less* than 6.5 hrs/day	Subsidized	
Part time*	Non-subsidized	

\*Children enrolled less than 32.5 hours per week should be included here.

I certify that this information is accurate to the best of my knowledge.

Authorized Representative: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Thank you very much for your assistance. If you have questions, please contact Monique Moton at (916) 323-5089 or [mmoton@cde.ca.gov](mailto:mmoton@cde.ca.gov).

**Please return the application by April 8, 2002.**

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**Instructions for the Resource Grant Application Chart:**

- Do not count any child more than once.
- Write N/A (not applicable) in any box that represents an age group not served.
- Enter the number of full time and part time children you are serving in your infant/toddler program. You may use actual head counts on a typical day for this entry.
- If children are enrolled for less than 32.5 hours a week, they should be counted as part-time.
- Every box should be marked either N/A, or a number representing the number of children served.